

**PRINCE GEORGE'S CHAPEL CEMETERY COMMITTEE
MINUTES OF NOVEMBER 13, 2010**

The Prince George's Chapel Cemetery Committee met at the Dagsboro Town Hall on Saturday, November 13, 2010. The meeting was convened at 3:05 p.m. by President Gayle Chandler. Attending were members: Patti Adams, Gayle Chandler, Jo Montague, Calvin Ward and Linda Ward.

Agenda: Sandie Gerken moved to approve the agenda as presented. Linda Ward seconded, all in favor and the motion passed.

Minutes: After review of the minutes of May 1, 2010, Linda Ward moved to approve them without corrections. Seconded by Jo Montague, all voted to approve and the motion carried.

Treasurer's Report: Patti Adams, representing the Town Council, reported on the current Assets of the committee. Total current assets are \$121,316.25. A copy of the financial report is attached to this copy of the minutes.

Correspondence: Two items of correspondence for the cemetery committee have been received by the town. Item 1: An application from the Delaware Preservation Fund, Inc. for a grant for historical preservation project. The maximum award is \$1000. We applied last year, but were awarded nothing. We would like the town to apply for this grant, hopefully to apply to the cost of the tree pruning in the cemetery. Sandie Gerken moved to recommend that the town complete the grant application for the Delaware Preservation Fund. Linda Ward seconded the motion and with all in favor, the motion for recommendation passed.

Item #2: A notice from the Delaware Health and Social Services that as of 1 July 2009, in accordance with Title 29, section 7906A of Delaware Code, all cemeteries in Delaware must register every 2 years with the DE Cemetery Board and pay a \$10.00 registration fee by 15 Dec. 2010. This registration form should be sent to the Division of Public Health. The primary objective is to register all cemeteries in DE and to appropriately refer complaints from the public relating to cemeteries in DE and to create a fund that can be used to ameliorate conditions in distressed cemeteries n And to provide for the recording of the location of interred human remains. This \$10 fee would be taken from the cemetery funds. Patti Adams moved to approve payment of the \$10 fee and register PGC Cemetery. Linda Ward seconded the motions. The Ayes carried the motion and it was approved.

OLD BUSINESS:

SIGNAGE: Gayle reported that we now have a sign of the "Ward Lot" for additional parking for PGC functions. Patti advised that no other signs have been placed as yet. Gayle read from the online May 2010 town council minutes that a motion was passed to approve signage for the additional parking on Ward Lot subject to the approval of the state Historical Society (presumably the Division of Historical and Cultural Affairs). Gayle also reported that the June 2010 town minutes state that a

motion was passed to approve the Ward Lot sign and two (2) "Parking This Side Only" signs for west side of Chapel Lane and for two (2) handicap parking signs. After committee discussion, Gayle recommended that Patti request the town to go ahead and put the remaining approved signs up.

There was a question of WHO needs to be contacted at the Division of Historical and Cultural Affairs regarding the placement of handicap signs on the property. Sandie advised that her contact in the past was the Director's assistant, Lynn Riley. Sandie will contact Kim Frey (the Friends' current state liason) to see who she contacts. The town will need to contact the state for permission to place the signs.

TREES: Patti and Calvin Ward had met with Diane Crom, the state arborist and with Historical & Cultural Affairs representative Cherie Dodge-Byron regarding trees that need pruning or cutting. Approval was given to trim specific trees at the town's expense. Patti has obtained two (2) bids to date for the tree trimming: Clarks Tree Service and All Out Complete Tree Care. Both bids were within \$400 of each other. All Out Complete Tree Care had more heavy duty equipment and the gentleman takes care of trees in Millsboro, is very knowledgeable and would do the service promptly. The third service contacted, Barrett's Tree Service never showed up to bid. The question arose in discussion on whether two bids would be enough for town council to vote on this issue. Patti will bring this up at the council meeting Mon, November 13. There is some urgency to have the trees trimmed before cold weather. Patti reported that she had tried to contact Diane Crom to have her come back and inspect the damage to trees by last winter's storms, but her calls have never been returned.

PARKING: Gayle reported that the town has not talked about parking issues in most recent meetings except for the signage. We updated our position that no parking should be allowed on Ward Lane except in Dr. Adkins' lot and the posted "Ward Lot". Gayle recommended to Jo Montague that she report back to the Friends to request police assistance to control parking on Ward Lane and Chapel Lane for the Olde Christmans program. Most of the issues needing consideration are discussed by the committee in the next topic: Maintenance and Improvements.

Maintenance and Improvements: Gayle reported that the town council discussed gate at PGC at the May 2010 meeting, but did not move on this issue, questioning whether state approval would be needed. In June the town council voted to fix the split rail fence, replacing the three missing rails. Council also agreed to build two (2) gates, one on Chapel Lane side, one of Ward Lane side of cemetery drive. Our committee discussed the design of such gates; they should be wood and follow the design of the fence as much as possible. The gates would not be locked, could be opened as needed, but would stop vehicles from using the property as a shortcut and restrict parking inside the chapel grounds.

Calvin Ward reported that he has placed flags in the cemetery property to protect the large white oak on the Chapel Lane side and to give us an idea on where he feels fencing and/or pedestrian entrances should be placed. Bob from maintenance joined our meeting to discuss gates and fencing. Bob suggested that double board

gates that swing inward with a rope fastener would be in keeping with the fencing and would keep people from cutting through. Calvin Ward suggested that 3 pedestrian entrances be placed in the fences...one just inside the Ward Lane entrance, adjacent to the brick wall, another farther down in this section of fence, and one on the Chapel Lane side. These entrances should be 3-4' wide so to accommodate a wheelchair. Bob advised that this would involve only a few posts and cutting off rails.

Calvin advised that the gravediggers were parking trucks behind the chapel to await burials and that some cars were going behind the chapel, even parking there at functions. Committee discussion centered around respect and common courtesy within a graveyard and by a church. People only thinking of convenience are forcing consideration of internal fencing near the church itself. Gayle and Calvin suggested an internal fence to go almost all the way to the chapel on both sides to prevent riding and parking behind or next to the chapel. Calvin thought that split rail fence in keeping with the current fencing would put an end to these abuses. There was discussion on NO Parking signs within the grounds. Sandie felt the aesthetics of this option were objectionable. Bob suggested either temporary 4x4 posted with No Parking signs OR saw buck type barriers 10' 4x4's, temporary to be placed when needed. Sandie liked the idea of temporary barriers. Jo reported that Cherie Dodge-Byron of Division of Historical and Cultural Affairs stressed that it was important that we need to not make access to the chapel so difficult that people will stop coming. Sandie tried to make a point that the more regulations and barriers that the town implements to protect the cemetery would effectively shut down the Friends' ability to hold functions. Patti countered that the main concern was not to place restrictions on the Friends, but to keep people from parking on old graves on the Ward Lane side. Sandie said that when she was in charge of functions at the chapel, she always tried to direct parking inside the fence along Chapel Lane side of property if there was a large attendance, but no one is usually available to do this anymore. Sandie said the Friends do have guideline for parking that needs to be updated to comply with cemetery regulations. The current guidelines call for the renters to provide 2 parking attendants to direct the parking of cars within the property under the recommendations of the Friends' representative on duty. Sandie would be willing assist the Friends to revise these guidelines. But, this will not speak to the parking issues at the Olde Christmas, Easter, or Ice Cream Festival.

Patti recommended that we get the gates made to keep out unwanted traffic. If this is not enough, we could consider the temporary barriers or other measures. Sandie stated that there was NO auto access on the Chapel Lane side years ago. Calvin stated he felt fencing should be placed to close in Chapel Lane side with only a pedestrian entrance. Then only one (1) gate would be needed. OR, he suggested that we could put a gate on Chapel Lane and move the gate and drive to the right of the big oak tree to save the roots and to put NO gate on the Ward Lane side to see if this would control the drive throughs. This would allow people to drive in to put flowers, etc. Calvin also recommends internal split rail fencing almost up to the chapel and volunteered to show the committee what he envisions. This might allow for 45 degree parking within grounds along the drive for functions.

Gayle called for a motion to install the three (3) pedestrian openings in the fence. Sandie moved to do so and Linda Ward seconded. The motion passed and this recommendation will go to the town board on November 15. After the motion, it was

clarified that installing gates and pedestrian openings had already been approved by council, so the installation of 1 gate and 3 openings could proceed as soon as Bob has time to do the work. No decision was made as yet about internal fencing. Patti, Gayle and Jo are going to meet with Calvin Ward after the meeting at the cemetery to view his recommendations.

Sandie mentioned that state approval would be necessary to put any internal fencing on the chapel side of the driveway.

Gayle called for a motion to present to the council on Monday, Nov 15 meeting. Patti moved that council consider internal fencing in the cemetery grounds to prohibit cars from parking and/or driving in areas where there are or may be graves WITH the understanding that we have gotten state approval. Linda Ward provided the second motion and all voted in favor. This will now be a recommendation to council. Sandie suggested that calls to get permission from the Division of Historical and Cultural Affairs be followed up with a written letter of request to better document this for both parties.

All committee members agreed that the grasscutting services were satisfactory. Bob reported that he did, in fact, replace the needed rails.

Sandie brought up the situation of the tree growing on the Leffler graves. Has any attempt be made to contact any family for permission to remove this tree? This may not be a possibility, but an attempt should be made to contact any family so Bob can cut down the tree. Gayle brought up the sinking footing on the stone for Cannon. We discussed that attempt should be made to contact family as it is their responsibility to have this corrected. With no contact, this problem may not be correctable.

Rules and Regulations: Gayle reported that council passed a motion amending the town's ability to remove old seasonal decorations. The town can now remove outdated seasonal decorations if after a reasonable time the family has not removed them. Gayle thought that a sign posted at the cemetery listing the regulations would be a good idea, but no action was taken on this suggestion. There was a question if the written Rules and Regulations had been updated both in hard copy and on the website. Sandie Gerken moved to have the town check to be sure that these rules and regs. are updated for the cemetery. Linda Ward seconded and with all in favor, this motion passed. Gayle will contact Rae Long on this matter.

As an aside, Gayle mentions that Rae does not get a copy of our committee minutes to know what she might need to do regarding cemetery business. Sandie will provide her with a hard copy of the minutes.

NEW BUSINESS: There was no new business to address at this meeting. New Business for the May 2011 will be the election of officers.

FOR THE GOOD OF THE ORDER: Gayle has difficulty contacting people to invite them to get involved with our committee. She puts a notice in the town quarterly news letter. She wondered if it was appropriate to obtain email addresses from the church and the Friends group so she could contact people. The consensus was that if email

addresses were available to the church, etc, it would be okay to send out notices via these.

With nothing else for the good of the order, Sandie Gerken moved to adjourn the meeting with a seconded motion from Jo Montague. All voted in favor and the meeting was adjourned at 4:40 p.m.

Next meeting will be in May 2011, date and time to be determined.

Respectfully submitted,

Cassandra H. Gerken
Recording Secretary